

## **Army Accident Prevention Award Supplemental Guidelines**

June 5, 2007

### **References:**

AR 672-74, Army Accident Prevention Awards Program

ALARACT 069/2006, Changes to Accident Prevention Awards Program

ALARACT 063/2007, Extends the expiration date of ALARACT 069/2006

The following information clarifies submittal guidelines for accident prevention awards contained in the references above.

### **Secretary of the Army (SA) and Chief of Staff (CSA) Approved Safety Awards**

The nominations for the Army Headquarters Safety Award, Army Exceptional Organization Safety Award, and the Army Individual Award of Excellence in Safety may be sent from Army Headquarters to the Office of the Director of Army Safety (DASAF), 223 23<sup>rd</sup> Street, Alexandria, VA 22202 or electronically to [ASO@hqda.Army.mil](mailto:ASO@hqda.Army.mil). Army Headquarters should select and forward one nomination for each of the following categories NLT 15 Nov of each year:

- (1) Army Headquarters Safety Award
- (2) Army Exceptional Organizational Safety Award – Division
- (3) Army Exceptional Organizational Safety Award – Brigade
- (4) Army Exceptional Organizational Safety Award – Battalion
- (5) Army Exceptional Organizational Safety Award – Garrison
- (6) Army Individual Award of Excellence in Safety – Officer
- (7) Army Individual Award of Excellence in Safety – NCO / Enlisted
- (8) Army Individual Award of Excellence in Safety – Civilian
- (9) Army Individual award of Excellence in Safety – Contractor

The Army Headquarters and organization level awards, including the Army Accident Prevention Award of Accomplishment, the Aircrewmember Safety Award, other individual, organizational and the impact safety awards policy outlined in ALARACT 069/2006 and extended in ALARACT 063/2007 remain in effect. Army Headquarters and local Commanders are encouraged to issue their policy on submitting and approving these awards.

Point of Contact for Army Safety Awards and DASAF Composite Risk Management and U.S. Army Guardian Award nominations is the awards administrator at [ASO@hqda.army.mil](mailto:ASO@hqda.army.mil), or (703) 602-2401, DSN 332-2401.

Point of Contact for the U.S. Army Broken Wing nominations, is the awards administrator at [safetyawards@crc.army.mil](mailto:safetyawards@crc.army.mil) or (334) 225-9847 DSN 558-9847.

Points of Contact for Sergeant Major of the Army (SMA) nominations, is the awards administrator at [SMAWeb@hqda.army.mil](mailto:SMAWeb@hqda.army.mil) or (703) 695-2150, DSN 225-2150.

The following pages contain the award submittal guidelines.

## **Army Headquarters Safety Award**

- (1) Recipients: Army Headquarters including Army commands, Army Service Component Commands (ASCC) and Direct Reporting Units (DRU).
- (2) Eligibility requirements: Army Headquarters must demonstrate significant improvements, sustained excellence, and/or leadership in accident prevention programs and performance. The timeframe for the award is based on a fiscal year. Demonstration of merit may be made using both subjective and objective criteria. Examples of criteria that may be used to substantiate program improvements and support the nomination include, but are not limited to, the following:
  - (a) Privately motor vehicle (PMV) accidents.
  - (b) Army Motor Vehicle (AMV) accidents.
  - (c) Aviation accidents.
  - (d) On-duty personnel injuries.
  - (e) Off-duty personnel injuries.
  - (f) Civilian injury and illness reduction program.
  - (g) Workers compensation costs.
  - (h) Percentages of individuals or organizations that have completed training to improve safety awareness.
  - (i) Seatbelt usage rates.
  - (j) Strategies, controls, or policies that have contributed to mission and operational success. Include circumstances, hazards, movements, etc., evidence of success and potential for Army wide applicability.
  - (k) Proactive measures taken to enhance risk management implementation.
  - (l) Description of safety processes, to include incentive programs, inspection visits, training events, etc.
  - (m) Description of total command involvement and support of safety programs.
  - (n) Description of initiatives that are not required but will enhance the command safety program such as purchase of ergonomic equipment or work stations, partnering with the community, or other government activities and organizations.
- (3) Initiator: Army Headquarters Commander, Safety Director, or DASAF.
- (4) Nominations: Prepare a THRU memorandum with supporting documentation as needed IAW AR 25-50 thru your local chain of command (addressed thru the first O-6 or equivalent) TO the attention of the Director of Army Safety, ATTN: DACS-SF Awards Administrator, 223 23rd Street, Room 980, Arlington, VA 22202. The nomination shall include a concise introduction, which describes specific achievements that merit consideration and a summary explanation of their accomplishments. Initiator point of contact information will include e-mail address and telephone number. Approved nominations may be electronically sent to [ASO@hqda.army.mil](mailto:ASO@hqda.army.mil) no later than 15 November of each year.
- (5) Documentation: The nomination package shall have narrative text and may include graphics; e.g., tables, charts, diagrams, and/or photographs to clarify accomplishments. When printed the package shall consist of no more than seven standard-size, single-spaced pages.
- (6) Judging: The DASAF or a designated representative will convene a panel to make recommendations for recipients of this award. The panel will consist of at least four safety directors or safety managers from different Army Headquarters or installations.
- (7) Presentation: The SA / CSA will determine the venue for award presentation.
- (8) Approval Authority: SA / CSA.
- (9) Award: Plaque.

## **Army Exceptional Organization Safety Award**

- (1) Recipients: Organizations below Army Headquarters level (to battalion level).
- (2) Eligibility requirements: The organization as selected by its higher levels of command (through Army Headquarters) with the most effective overall safety program. Army Headquarters may select one nominee in each of the following categories- division, brigade, battalion and garrison (or equivalent). Army Headquarters are to develop policies and procedures that foster the competitive and progressive nature of this award, which is akin to a "Soldier of the Year" competition. The timeframe for the award is one fiscal year. Demonstrations of merit may be made using both subjective and objective criteria. Criteria that may be used to support the nomination are listed below:
  - (a) The organization's mission, location, type, and number of assigned personnel.
  - (b) Commander's support of higher Headquarters and DA safety campaigns.
  - (c) Accident statistics and experiences.
  - (d) Methods used to effect or sustain accident reduction (for example, safety training, or new initiatives).
  - (e) Major accomplishments.
  - (f) Objectives for the coming year.
  - (g) Civilian injury and illness reduction program.
  - (h) Workers compensation costs.
  - (i) Percentage of commanders who have completed the Commander's Safety Course.
  - (j) Seatbelt usage rates.
  - (k) Strategies, controls, or policies that have contributed to mission and operational success. Include circumstances, hazards, movements, etc., evidence of success and potential for command wide applicability.
  - (l) Proactive measures taken to enhance composite risk management implementation.
  - (m) Description of total command involvement and support of safety programs.
  - (n) Description of initiatives that are not required but will enhance the command safety program, such as purchase of ergonomic equipment or work stations, and partnering with the community or other government activities.
- (3) Initiator: Unit or facility commander or manager, or installation / unit safety manager.
- (4) Nominations: Prepare a THRU memorandum with supporting documentation as needed IAW AR 25-50 thru your chain of command (BDE, DIV and individual command as applicable) TO the attention of the Director of Army Safety, ATTN: DACS-SF Awards Administrator, 223 23rd Street, Room 980, Arlington, VA 22202. The nomination shall include a concise introduction, which describes specific achievements that merit consideration and a summary explanation of their accomplishments. Initiator point of contact information will include e-mail address and telephone number. Approved nominations may be electronically sent to [ASO@hqda.army.mil](mailto:ASO@hqda.army.mil) no later than 15 November of each year.
- (5) Documentation: The nomination package shall have narrative text and may include graphics; e.g., tables, charts, diagrams, and/or photographs to clarify accomplishments. When printed the package shall consist of no more than seven standard-size, single-spaced pages.
- (6) Judging: The DASAF or a designated representative will convene a panel to make recommendations for recipients of this award. The panel will consist of at least four safety directors or safety managers from different Army Headquarters or installations.
- (7) Presentation: The SA / CSA will determine the venue for award presentation.
- (8) Approval authority: SA / CSA.
- (9) Award: Plaque.

## **Army Individual Award of Excellence in Safety**

- (1) Recipients: U.S. Army military personnel, DA civilians, and Army contracted employees.
- (2) Eligibility requirements: An individual selected by levels of command through Army Headquarters as having made the most significant contribution to the unit's or activity's accident prevention effort. One plaque is awarded each fiscal year in each of four categories as follows: U.S. Army military officer, U.S. Army NCO/enlisted, DA civilian employee, and Army Contractor. Army Headquarters will develop policies and procedures that foster the competitive and progressive nature of this award, which is akin to a "Soldier of the Year" competition. The timeframe for the award is one fiscal year. Demonstration of merit may be made using both subjective and objective criteria. The following are examples of significant contributions and criteria that may be used:
  - (a) Through personal emphasis, a commander reduces their organization's PMV accident and fatality rate by 25 percent.
  - (b) A DA civilian supervisor of a government-owned, contractor operated ammunition plant reduces on-the-job fatality rate by 25 percent one year through personal involvement in the plant's accident prevention program.
  - (c) Discussions on the organization's mission, location, and number and type of assigned personnel as it relates to the overall safety program.
  - (d) An enlisted Soldier implements a command level motor pool safety program that results in sustain accident reduction, increased safety awareness, improved soldier morale, which results in overall equipment readiness.
  - (e) An individual's achievements relating to safety and methods used to effect or sustain accident reduction.
- (3) Initiator: Organizational manager/unit commander.
- (4) Nominations: Prepare a THRU memorandum with supporting documentation as needed IAW AR 25-50 thru your local chain of command (addressed thru the first O-6 or equivalent) to the attention of the Director of Army Safety, ATTN: DACS-SF Awards Administrator, 223 23rd Street, Room 980, Arlington, VA 22202. The nomination shall have the individual's name, military or civilian grade, military occupational specialty (MOS) or civilian job series and duty position or job title, along with the individual's job / duty description. When printed the nomination shall consist of no more than seven standard-size, single-spaced pages. The nomination shall include a concise introduction which describes specific achievements that merit consideration and a summary explanation of their safety and CRM accomplishments. Initiator point of contact information will include e-mail address and telephone number. Approved nominations may be electronically sent to [ASO@hqda.army.mil](mailto:ASO@hqda.army.mil) no later than 15 November of each year.
- (5) Judging: The DASAF or a designated representative will convene a panel to make recommendations for recipients of this award. The panel will consist of at least four safety directors or safety managers from different Army Headquarters or installations.
- (6) Presentation: The SA / CSA will determine the venue for award presentation.
- (7) Approval authority: SA / CSA.
- (8) Award: Plaque.

## **Director of Army Safety (DASAF) Approved Awards**

### **U.S. Army Safety Guardian Award**

- (1) Recipients: U.S. Army military personnel, DA civilian, and Army contracted employees.
- (2) Eligibility requirements: An individual must, through extraordinary actions or skills, react to an emergency event or an imminently dangerous situation, thereby eliminating or minimizing loss, such as damage to Army property or injury to Army personnel. Emergencies or dangerous situation resulting from enemy action are not excluded from consideration. Individuals will not be considered for the award if they had a casual role in the emergency event or dangerous situation.
- (3) Initiator: The DASAF may initiate or the unit commander / activity director may send a request for consideration thru the first O-6 (or equivalent civilian grade) in the individual or unit's chain of command.
- (4) Nominations: Prepare a THRU memorandum with supporting documentation as needed IAW AR 25-50 thru your local chain of command (addressed thru the first O-6 or equivalent) TO the attention of the Director of Army Safety, ATTN: DACS-SF Awards Administrator, 223 23<sup>rd</sup> Street, Room 980, Arlington, VA 22202. The nomination shall include a concise introduction, which describes specific achievements that merit consideration and a summary explanation of their accomplishments. Initiator point of contact information will include e-mail address and telephone number. Approved nominations may be electronically sent to [ASO@hqda.army.mil](mailto:ASO@hqda.army.mil).
- (5) Documentation: Nominations will include the following:
  - (a) Full name, grade, and duty being performed at the time of the act.
  - (b) Date, time, and location of act.
  - (c) Personnel and equipment involved, including dollar value, if applicable.
  - (d) Concise description of situation necessitating the act.
  - (e) Specific action taken by the nominee.
  - (f) Lapsed time from the onset of the situation to termination.
  - (g) Drawings, other supporting documentation, and photographs, if available.
  - (h) A copy of the Accident Investigation Report, if applicable.
  - (i) Initiator contact information to include e-mail address and telephone.
- (6) Judging: The DASAF or a designated representative will convene a panel as needed to screen nominations and make recommendations for the award. The panel will be composed of at least four Army Headquarters or installation safety personnel and the Deputy Director of Army Safety or his or her designated representative. If the nomination is based on the operation of special military equipment, one member of the board must be qualified on that piece of equipment.
- (7) Approval authority: DASAF
- (8) Award: Guardian Plaque and Certificate.

## **Director of Army Safety Composite Risk Management Award**

- (1) Recipients: Individuals or Organizations.
- (2) Eligibility requirements: An individual or organization must have demonstrated exemplary leadership or made a significant contribution to Army readiness through Composite Risk Management.
- (3) Initiator: The DASAF may initiate or the unit commander / activity director may send a request for consideration thru the first O-6 (or equivalent civilian grade) in the individual or unit's chain of command.
- (4) Nominations: Prepare a THRU memorandum with supporting documentation as needed IAW AR 25-50 thru your local chain of command (addressed thru the first O-6 or equivalent) TO the attention of the Director of Army Safety, ATTN: DACS-SF Awards Administrator, 223 23<sup>rd</sup> Street, Room 980, Arlington, VA 22202. When printed the nomination shall consist of no more than seven standard-size, single-spaced pages. The nomination shall include a concise introduction, which describes specific achievements that merit consideration and a summary explanation of their CRM accomplishments. Initiator point of contact information will include e-mail address and telephone number. Approved nominations may be electronically sent to [ASO@hqda.army.mil](mailto:ASO@hqda.army.mil).
- (5) Documentation: Documentation required is as follows:
  - (a) Name of individual or organization.
  - (b) Date or time period of achievement.
  - (c) Achievement relating to safety.
  - (d) Any other pertinent data.
- (6) Judging: Award decision made by DASAF.
- (7) Approval authority: DASAF.
- (8) Award. Plaque.



## **U.S. Army Broken Wing Award**

(1) Recipients: Individuals performing authorized aircrewmember flight duties on behalf of the Army while on a DOD mission are eligible to receive this award.

(2) Eligibility requirements: An aircrewmember must, through outstanding airmanship, minimize or prevent aircraft damage or injury to personnel during an emergency situation. Aircrewmember must have shown extraordinary skill while recovering an aircraft from an in-flight emergency situation. If more than one crewmember materially contributed to successful recovery from the emergency, each of those involved should be considered for nomination. Emergencies resulting from enemy action are not excluded from consideration. An emergency will not be considered for award if:

- (a) It is self-induced;
- (b) It actually occurs during a simulated emergency requiring no added skill to land the aircraft successfully;
- (c) It occurs because of noncompliance with published regulations or procedures;
- (d) It is determined that no emergency actually existed;
- (e) In the panel's opinion, a lack of discipline or aviator judgment may have induced the emergency; or
- (f) The aircraft was in a phase of flight with no unfavorable circumstances to prevent a safe landing.

(3) Initiator: The DASAF may initiate or the unit commander/activity director may send a request for consideration thru the first O-6 (or equivalent civilian grade) in the individual's or unit's chain of command.

(4) Nominations: Prepare a THRU memorandum with supporting documentation as needed IAW AR 25-50 thru your local chain of command (addressed thru the first O-6 or equivalent) TO the attention of the Commander, U.S. Army Combat Readiness Center, (USACRC), ATTN: CSSC-PT (Broken Wing Award), Fort Rucker, AL, 36362. The nomination shall include a concise introduction which describes specific achievements that merit consideration and a summary explanation of their accomplishments. Initiator point of contact information will include e-mail address and telephone number. Approved nominations may be electronically sent to [safetyawards@crc.army.mil](mailto:safetyawards@crc.army.mil).

(5) Documentation: Nominations will contain the following information:

- (a) Full name, rank, and crew duty position (for example, instructor pilot, pilot, copilot, student pilot, or rated student pilot) of the person actually on the controls during the emergency.
- (b) Date, time, location, above ground level altitude, density altitude, wind conditions (direction and velocity), visibility, illumination, and gross weight at onset and termination of the emergency.
- (c) Mission type, design, and series of the aircraft involved.
- (d) Type of mission.
- (e) Phase of flight when the emergency occurred (for example, hover, takeoff climb, cruise, descent, approach to landing, autorotation).
- (f) Terrain and obstructions over which the emergency occurred.
- (g) Concise description of the emergency from onset to termination to include action taken by the nominee to cope with the emergency or minimize damage or injury. The circumstance surrounding the occurrence must be documented to show the skill, knowledge, judgment, and technique required and used in recovering from the emergency.
- (h) Drawings, other supporting documentation, and photographs, if available.
- (i) Copy of applicable accident report.
- (j) Initiator contact information to include e-mail address and telephone number.

(6) Judging: The DASAF will convene a panel when nominations are received. The panel will consist of the DASAF or a designated representative and at least five aviators; it may include senior enlisted crewmembers when appropriate. At least one panel member will be qualified in the mission type and design of the aircraft involved in the emergency.

(7) Approval authority: DASAF.

(8) Award: Certificate and Lapel Pin.

## **Sergeant Major of the Army Approved Awards**

### **Sergeant Major of the Army Superior Soldier Safety Award**

(1) Recipients: Individual soldiers or units.

(2) Eligibility requirement: Any soldier or unit that demonstrates a “pocket of excellence” or “best practice” in safeguarding Army operations or personnel.

(3) Initiator: SMA may initiate or an Army Headquarters CSM may submit a request for consideration to the SMA.

(4) Nominations: Approved nominations will be sent to the Sergeant Major of the Army, ATTN: SMA Awards Manager, Office of the Sergeant Major of the Army, 203 Army Pentagon (3E541), Washington, DC 20310-0203 or electronically to [SMAWeb@hqda.army.mil](mailto:SMAWeb@hqda.army.mil). The initiator’s point of contact information will include e-mail address and telephone number.

(5) Documentation: Documentation required is as follows:

(a) Name of individual or organization.

(b) Date award given and time period of achievement.

(c) Achievement relating to safety.

(d) Any other pertinent data that justifies the SMA presenting the award.

(e) A record of approved awards will be sent to the DASAF and USACRC awards administrator.

(6) Judging: SMA.

(7) Award: Plaque.

(8) Presentation: SMA will present the award. An Army Headquarters CSM may use a scheduled SMA visit as an opportunity for presentation. Under certain circumstances, the SMA may authorize an Army Headquarters CSM or the USACRC CSM to present the award.